



Australian Government

**Assessment Requirements for ICPCBF2440
Produce basic collated or inserted
(sheet/section) product**

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 4.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- produce basic collated or inserted product for two different jobs, involving a minimum of four products, that meet job specifications, production timeframes and quality criteria.

In the course of the above the candidate must:

- operate in association with fellow workers and according to planned daily schedule
- maintain production according to work health and safety (WHS) requirements manufacturer specifications and enterprise procedures
- anticipate production difficulties and take action to prevent occurrence.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- WHS risks and requirements for operating, maintaining and shutting down the machine
- the factors that affect the machine's operating speed
- circumstances where the machine needs to be adjusted, and steps taken to prevent sheet feeding issues
- the checks required to shut down the machine
- basic in-line processes and their role in job production
- cleaning procedures and areas of the machine that require regular cleaning
- quality criteria to check against client sample to ensure collation accords with job requirements
- manufacturer manuals, enterprise procedures and work health and safety documentation, including their location and purpose.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- special purpose tools, equipment and materials
- collating or inserting machinery.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>